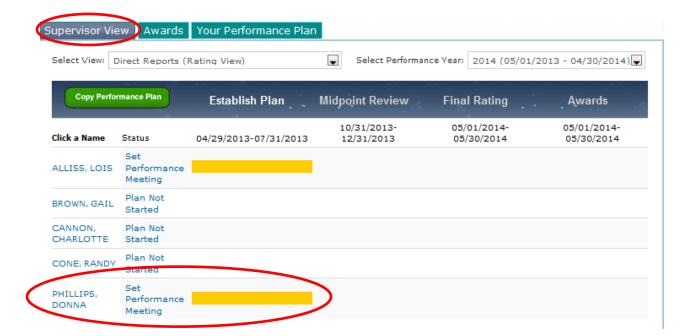
Completing and Signing a Performance Plan - Supervisor

- Completing and Signing a Performance Plan.....
- Completing and Signing a Performance Plan
- 1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal: https://hr.nasa.gov/

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

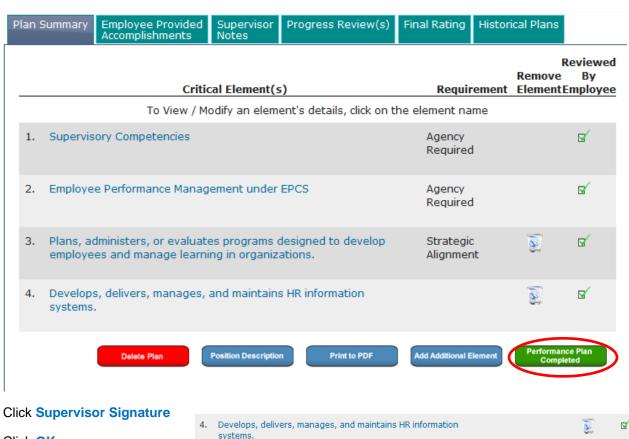
- 2. Click the Supervisor View tab (if not already selected)
- 3. Select an employee whose status is Set Performance Meeting



4. REMINDER: Please review any Employee Provided Comments and Meet with Employee to Discuss Performance Plan.



Click Performance Plan Completed



- Click OK

